

**United States Bankruptcy Court  
Southern District of Ohio  
Vacancy Announcement**

**Position: Intake Administrator**

**Announcement No. 2005-6**

**Location: Dayton, Ohio**

**Opening Date: November 28, 2005**

**Closing Date: December 9, 2005**

**Classification Level/Starting Salary/Salary Range**

Classification Level 24/01 / Starting Salary \$30,567.00 / Salary Range \$30,567.00 to \$49,663.00.

**Position Overview**

An Intake Administrator is responsible for providing case and procedural information to the public in person and telephonically. The duties include receiving and reviewing incoming documents for conformity with federal and local rules, data entry, cashiering, issuing receipts, and maintaining the integrity of the filing system by monitoring proper access to records.

**Qualification Requirements**

To qualify, a person must have one year of specialized experience. An associate degree or higher from an accredited college or university in paralegal studies, business, or related field, is preferred. Experience with desktop computer applications and the Internet is required.

Specialized experience is defined as progressively responsible administrative/clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

**Promotion Potential**

Promotion potential to CL 25 (Salary Range -\$33,747.00 to \$54,875.00) without further advertising.

### **Employee Benefits**

1. 13 days paid vacation for the first three years.
2. 20 days paid vacation after three years.
3. 26 days paid vacation after fifteen years.
4. 13 days paid sick leave.
5. 10 paid holidays.
6. Choice of medical coverage from a wide variety of plans.
7. Life insurance options.
8. Participation in the Federal Employees Retirement System.
9. Participation in the Thrift Savings Plan (tax deferred retirement savings plan) .
10. Participation in the Judiciary's Long Term Care Insurance program.
11. Participation in the Court's Public Transportation Subsidy program (dependent on fiscal year funding).

### **How to Apply**

A copy of the standard application form can be downloaded from [www.ohsb.uscourts.gov](http://www.ohsb.uscourts.gov). To apply for this position, please submit the standard application form either in person, by regular mail or fax to:

Human Resources  
U. S. Bankruptcy Court  
120 West Third Street  
Dayton, Ohio 45402  
Fax: 937-225-2954

### **Additional Information**

- 1. Must be a citizen of the United States. Limited exceptions permit the employment of citizens of countries allied with the United States in the current defense effort and, sometimes under specific conditions, of citizens of certain other countries.**
- 2. Selected candidate will be subject to a background check as a condition of employment. Employment will be considered provisional until the background check is completed.**
- 3. The Court will not reimburse candidates for travel in connection with interview or pay for any relocation expenses.**
- 4. Payment of net salary is subject to mandatory electronic fund transfer (direct deposit) to a financial institution.**
- 5. Due to the anticipated large response to this announcement only those interviewed will be notified of the selection outcome.**

**THIS COURT IS AN EQUAL OPPORTUNITY EMPLOYER**